

# Centennial City Clerk

## Monthly Report

### March 2014

#### Activity

##### City Council Meetings

The City Clerk and Deputy City Clerk staffed three City Council meetings in March. Audio recordings of each meeting and approved minutes are available via the city's web site at [www.centennialcolorado.com](http://www.centennialcolorado.com).

The City Clerk's Office organized two Friday Focus meetings for City Council members in February. Topics presented by staff were the Capital Improvement Program, 1% Fund and Economic Development.

##### Liquor Licensing

The Liquor Licensing Authority met on March 20<sup>th</sup>.

The Liquor Licensing Authority held a Public Hearing on March 20<sup>th</sup> for new Beer & Wine Liquor License for Smashburger Acquisition Denver LLC, dba Smashburger #1249, 15795 E. Arapahoe Road, Ste. D. The Authority approved the application.

The Deputy City Clerk and Maureen Juran, Deputy City Attorney, conducted new member orientation for the Liquor Licensing Authority members on March 20<sup>th</sup>.

Twelve (12) renewal applications were processed by the Deputy City Clerk in March.

##### Passports

Two hundred and thirty-two (232) passport applications were accepted and sent to the U.S. Department of State in March. One hundred twenty-seven (127) photos were taken.

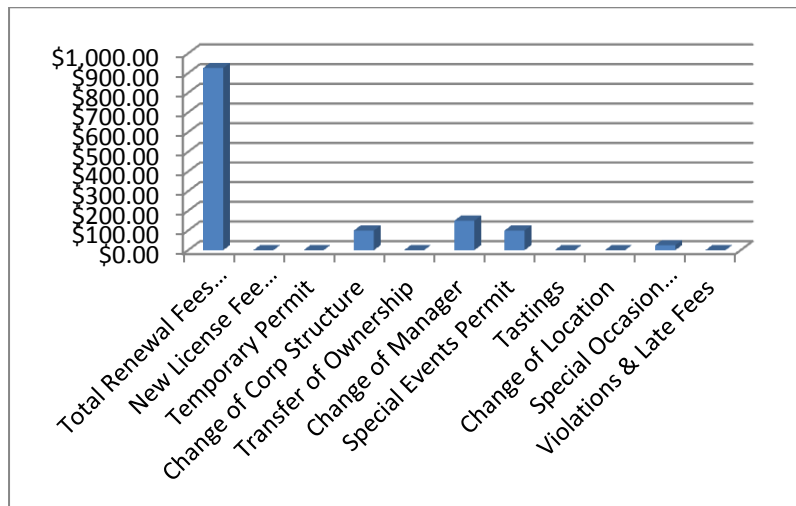
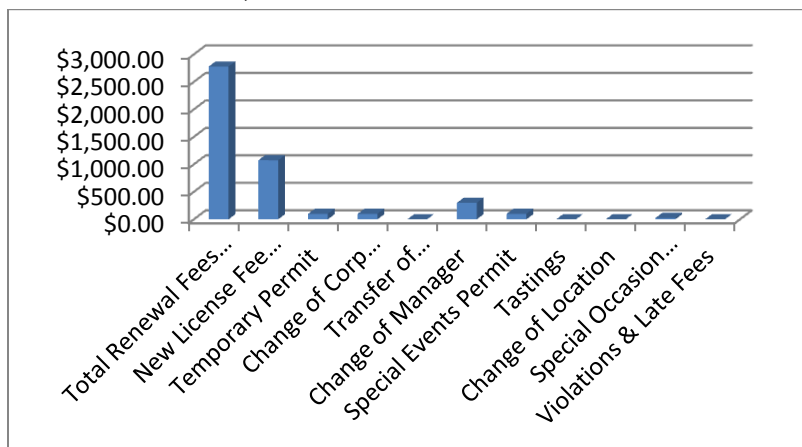
##### Public Records Request

The City Clerk's office processed thirteen (13) public records requests in March. All requests were completed in a timely manner according to the Colorado Open Records Act.

#### Fees

##### Liquor Licensing

Total Licensing Fees Collected March 2014: **\$1,301.25**

**March 2014****Year to Date: \$4,478.75****Passports**

Total Passport Fees Collected March 2014: **\$7,070.00**

Execution Fees to the City of Centennial: \$5,800.00

Photo Fees Collected: \$1,270.00

**Public Records Request**

Total Public Records Request Fees Collected March 2014: **\$0.00**

Year to Date Total Fees Collected 2014: **\$60.00**

**Total Fees Collected by the City Clerk's Office Year to Date (2014): \$25,952.50**

<b>LIQUOR LICENSING FEES</b>	<b>OPEN RECORDS REQUEST FEES</b>	<b>PASSPORT FEES</b>	<b>PAWNBROKER FEES</b>
<b>\$4,478.75</b>	<b>\$60.00</b>	<b>\$27,060.00</b>	<b>\$ 2,715.00</b>

### **Special Projects**

The Deputy City Clerk gave a presentation on Boards & Commissions to the Centennial 101 class on March 13<sup>th</sup>.